

Information Technology Services  
New Procedures for  
Requesting Project Portfolio Licenses or  
Role Changes for Existing License Holders  
January 20, 2006

Process for Requesting New Licenses:

- Agency CIO's or their designee must submit a request for a new license via e-mail to [ppm.admin@ncmail.net](mailto:ppm.admin@ncmail.net) using the form posted on the SCIO's web site (<http://www.scio.state.nc.us/PortfolioManagementInitiative.asp>) . The request must include the name of the individual, their e-mail address, telephone number, role within the system (contributor, reviewer, or approver), and the justification for the new license. Preference will be given to requests for project managers rather than for oversight roles.
- The Project Portfolio Management team will review the request, and will respond to the agency CIO within five business days following the review. A copy of the form follows:

**PPM Tool Licenses Request Form**

Agency: \_\_\_\_\_  
Contact Information for  
person submitting form: \_\_\_\_\_  
Date of Agency CIO \_\_\_\_\_  
Approval of Request: \_\_\_\_\_

Please fill in the following information for the requested licensees:

\* For PPM Team use only

Name	Job Title	Project Name	Role (Choose)	Phone No	Email	Replacing a Current User? (Enter Current Users Name)	Date of Mgmt Team Approval *	Date Profile created and User Notified *

Agency Changes in Roles and License Holders:

- Each agency CIO is responsible for notifying the ITS Project Portfolio Manager at the following e-mail address [ppm.admin@ncmail.net](mailto:ppm.admin@ncmail.net), of any changes in license allocation due to reassignment, resignation, retirement, etc, because the licenses were issued on named seat basis.
- If an agency wishes to make a change in the role assigned to a current license holder within the Project Portfolio Management system, the agency CIO's must send a request for a role change to the ITS Project Portfolio Manager at [ppm.admin@ncmail.net](mailto:ppm.admin@ncmail.net) .